

Report to	Resources & Performance Committee
Date	19 November 2013
By	Director of Operations and the Director of Corporate Services
Title of Report	Estates and Area Offices Update
Purpose of Report	To provide the committee with an update on the estates and area office portfolio

Recommendation: The Committee is recommended to: Note the content of the report.

1. Introduction

- 1.1 At its last meeting the committee asked to receive regular written updates, recognising that the position changes rapidly, with several key issues dependant upon the decisions of partners that are out of our control. The meeting also recognised that there will sometimes be commercially confidential issues that cannot be covered in such papers, in which case they will be supplemented by a short verbal update.

2. Eastern Area Office (Stanmer Park and Seven Sisters)

- 2.1 A routine inspection tour of the Stanmer Park facilities has been arranged with Jon Wayte, our Health and Safety Advisor, for Wednesday 18 December.
- 2.2 Officers recently attended a project meeting with Brighton & Hove City Council to receive a consultants' Home Farm Development Appraisal. Jointly funded by BHCC and SDNPA, it provides the platform for considering the site's future development and will form part of the HLF submission for Stanmer Park's restoration and development. Due to BHCC work pressure, it was not possible to deliver the transport appraisal required for the bid, so they have decided to contract out this work. The February 2014 submission to the HLF has therefore had to be pushed back to August 2014; if subsequently approved, it is unlikely that physical work could start until autumn 2017

3. Western Area Office (Queen Elizabeth Country Park)

- 3.1 A planning application had been submitted for the extension for a further two years of the temporary planning consent for the QE compound. This is needed as the Forestry Commission and Hampshire County Council (landlord and tenant respectively) are still in discussions over the future lease of the site.
- 3.2 To improve working conditions and to promote more efficient operations, the application includes an option for a dry undercover working space and an additional container to house motorised equipment formerly stored in a local farmer's barn.
- 3.3 To house any potential new apprentices/future externally-funded project staff/etc, options for extra workstation space in the QE offices are being investigated.
- 3.4 A report will be brought to the committee prior to any decision on the future of the Western Area Office (ref para 3.1 above).

4. Central Area Office (Singleton)

- 4.1 A routine inspection tour of the Singleton facilities has been arranged for Monday 16 December with Jon Wayte our Health and Safety advisor.

- 4.2 The new lighting system has been completed.
- 4.3 Plans are being implemented to improve tool storage and workshop facilities.
- 5. Wealden Heath (Midhurst)**
 - 5.1 Workstations for the Arun and Rother Connections project have been installed at the Wealden Heath Office . Recruitment is currently taking place and the Project Manager is expected to be in place by December.
 - 5.2 The refurbishment of the offices has improved the working environment and meeting room space and has given us the opportunity to increase the number of workstations available.
- 6. Winchester City Council**
 - 6.1 Negotiations are taking place to finalise the offer of three of the council 'Touch Down' desks at a price that reflects only the cost of services. These desks will allow SDNPA officers and members to work from the city.
- 7. South Downs Centre**
 - 7.1 The programme is on target for completion by the due date in the contract of 28 March 2014 within the revised approved budget of £3.923m (including the purchase cost).
 - 7.2 Recent works include the start of construction of the new kitchen and toilet facilities behind the Hall; the start of the electrical, data cabling and heating installation in both buildings and the start of work on the new lift and entrance to the Capron building.

The Member Advisory Group and the Staff Project Group met on 18 October and 31 October 2013 respectively. The Staff Project Group is now working with the Estates Team on plans for the relocation to the South Downs Centre in spring 2014.
 - 7.3 To date 93% of the workforce working on the site live locally and this now includes two apprentices. The main reason for employing non local labour is when we need to employ some very specialist trades that are not available locally.
 - 7.4 Representatives of the directorates will be discussing many items that relate to the operation of and working together in the South Downs Centre.
 - 7.5 Officers are in negotiations with Midhurst Town Council, Midhurst Tourism Group and other local organisations with regard to the provision of tourist information within the South Downs Centre.
 - 7.6 Officers are in negotiations with the Citizens Advice Bureau with respect to the provision of a Midhurst outreach centre within the South Downs Centre.
- 8. Support Offices (Hatton House, Peachey House, Rosemary's Parlour, M2 and Penns Place)**
 - 8.1 The Estates Manager is making arrangements for formal letters giving notice to end leases in time for relocation to the South Downs Centre.
 - 8.2 The Estates Manager is making arrangements to ensure the correct legal processes are in place to ensure the surrender of the leases will be completed at the end of April 2014.
 - 8.3 Officers are working on plans and programmes for the relocation of staff from these offices to the South Downs Centre.
- 9. Resources**
 - 9.1 The items reported on above are covered within the remit of the Estates and Facilities Team.
- 10. Risk management**

- 10.1 Risks associated with Estates work are included in the Corporate Services risk register and within risk registers for each major project e.g. Stanmer Park, SDC.
- 10.2 A meeting will be arranged to consider the updated information received from Brighton and Hove City Council under item 2.2 above.

11. Human Rights, Equalities, Health and Safety

- 11.1 This report identifies dates for the Health and Safety tours of two of the area offices. The remaining two will have Health and Safety tours in the first quarter of the new calendar year.
- 11.2 Jon Wayte our Health and Safety Advisor will be visiting the South Downs Centre on Tuesday 17 December.

12. Sustainability

- 12.1 The SDNPA is committed to ensuring the most sustainable use of buildings and facilities. The South Downs Centre will allow us greater ability to strive for this with sustainable sources of energy and the ability to measure and manager the impact of our energy use.

13. External Consultees

- 13.1 Not applicable for this update.

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Appendices	None
SDNPA Consultees	Director of Corporate Services, Director of Operations
Background Documents	There are no background documents.